Academic Program Review

ACADEMIC YEAR	2013-2014	☐ Basic Skills ☐ Transfer **X** Career Technical Education (CTE)
PROGRAM	Legal Assistant/Court Services Specialist	
DEPARTMENT	Business	
DIVISION	EWD	
SUBMITTER	Craig Blek	

I. INSTITUTIONAL GOALS

INSTITUTIONAL GOAL **1**	**INSTITUTIONAL MISSION AND EFFECTIVENESS** – The College will maintain programs and services that focus on the mission of the College supported by data-driven assessments to measure student learning and student success.
INSTITUTIONAL GOAL **2**	**STUDENT LEARNING PROGRAMS AND SERVICES** – The College will maintain instructional programs and services which support student success and the attainment of student educational goals.
INSTITUTIONAL GOAL **3**	**RESOURCES** – The College will develop and manage human, technological, physical, and financial resources to effectively support the College mission and the campus learning environment.
INSTITUTIONAL GOAL **4**	**LEADERSHIP AND GOVERNANCE** – The Board of Trustees and the Superintendent/President will establish policies that assure the quality, integrity, and effectiveness of student learning programs and services, and the financial stability of the institution.

II. PROGRAM GOALS

A. PAST – EVALUATION OF PREVIOUS CYCLE OBJECTIVES/PROGRAM GOALS (SET IN PREVIOUS YEAR)

List your previous objectives/goals and associated Institutional Goals. All program goals must address at least one of the institutional goals.

PAST PROGRAM GOALS (Describe past program goals.)	**INSTITUTIONAL GOAL(S)** (Check all that apply.)

1	**PAST PROGRAM GOAL #1**	**INSTITUTIONAL GOAL(S)**
	Identify Program Goal from Last Program Review: Offer more classes per semester to allow students to complete the program in a more timely manner.	☐ 1 **X** 2 **X** 3 ☐ 4
	☐ Met **X** Partially Met ☐ Not Met **Provide detail on any improvements/effectiveness and detail status on those not fully met:** We increased our Legal offerings from 2 sections per year to three sections per year. However, enrollment was lower in the semester we offered more than one legal course. Additionally, we wore down our legal instructor. In the future if we decide to offer more classes per semester we will need an additional instructor.	

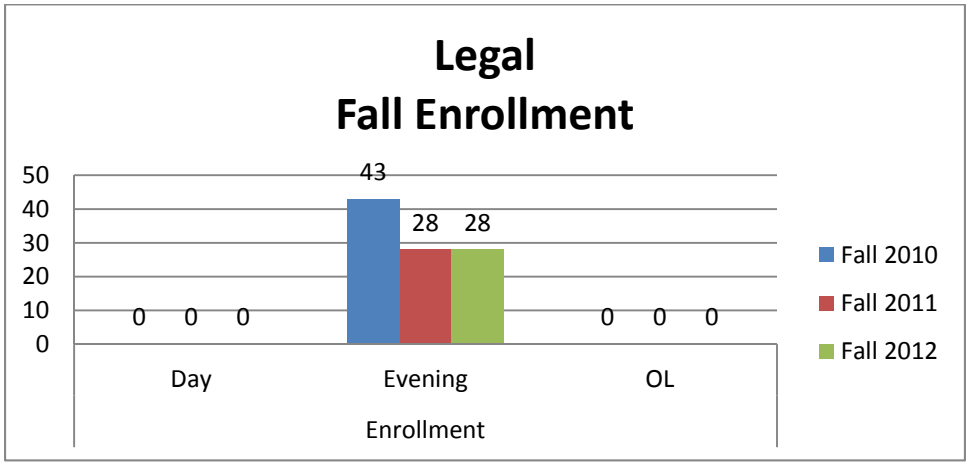
B. PRESENT – DATA ANALYSIS AND PROGRAM HEALTH

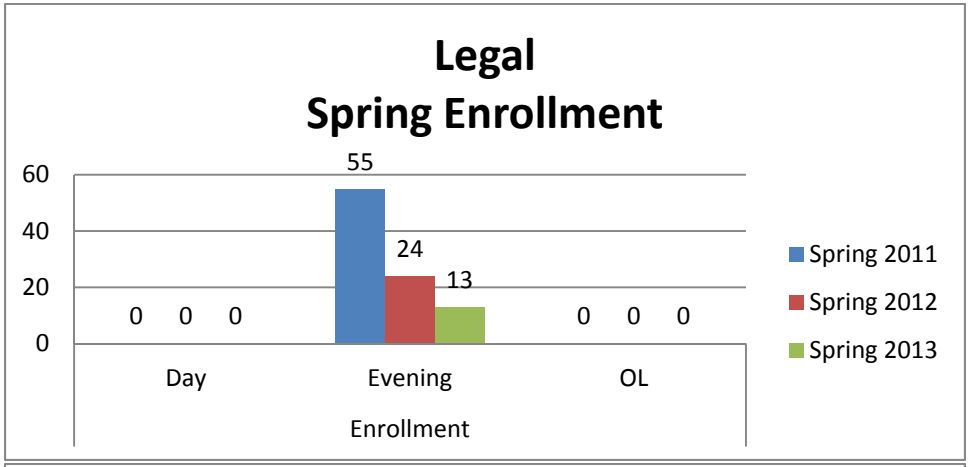
1. Summarize and analyze all disaggregated data by day, evening, gender, ethnicity, and distance education regarding enrollments, fill rates, productivity, completion, success, retention, persistence, and transfer (complete a, b, & c). ***Attach graphs or trend data***.

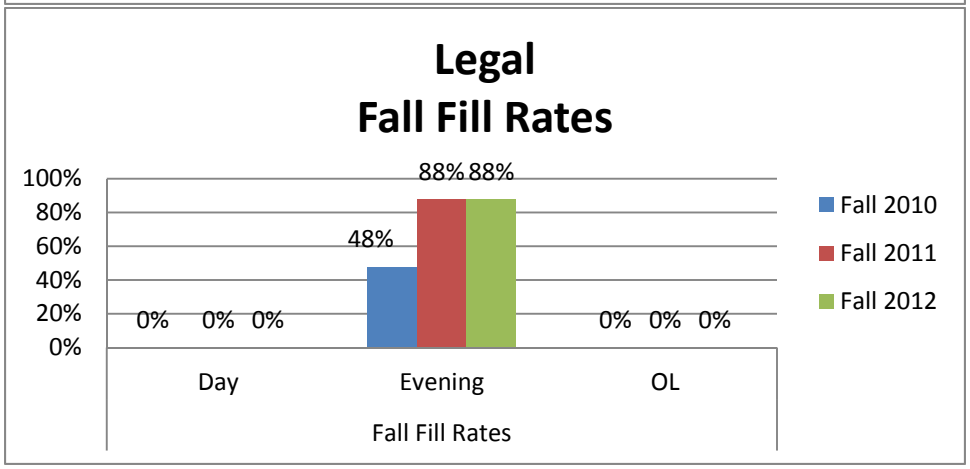
   a. Discuss and chart the trends in enrollment and fill rate for each program by day and evening at the program level.

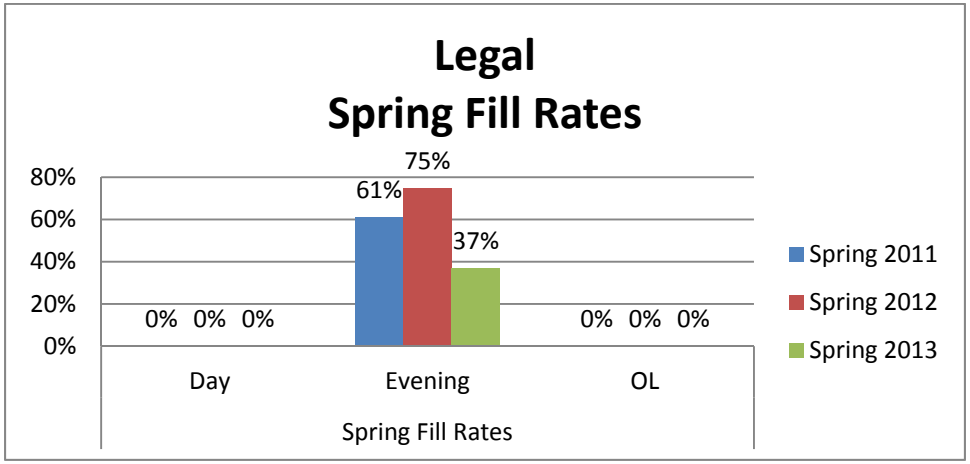
Legal/Court

Term	Enroll	Fill Rate	Sections	Mass Cap	Avg. Cap	Avg. Size	FTES	FTEF	WSCH	(WSCH/FTEF)	(FTES/FTEF)	Success	Retention	Day	Night	OL
Fall 2010	384	88%	14	434	31	27.43	17.23	1.37	565	436.71	12.58	64.32%	89.06%	4	10	4
Spring 2011	395	85%	16	467	29.19	24.69	18.36	1.77	689.8	396.87	10.37	73.92%	88.61%	2	14	4
Fall 2011	157	89%	5	177	35.4	31.4	9.89	0.61	313	509.11	16.21	66.88%	86.62%	3	2	2
Spring 2012	181	75%	7	242	34.57	25.86	11.39	0.88	346.3	418.08	12.94	70.17%	83.43%	4	3	3
Fall 2012	205	81%	9	253	28.11	22.78	11.81	1.02	372.7	367.08	11.58	83.41%	90.24%	4	5	0
Spring 2013	186	83%	8	224	28	23.25	11.77	0.95	358.7	376.13	12.39	86.02%	93.01%	5	3	0




Legal
Spring Enrollment
60
40
20
0
55
24
13
0 0 0
0 0 0
Day
Evening
OL
Enrollment
Spring 2011
Spring 2012
Spring 2013


Legal
Fall Fill Rates
100%
80%
60%
40%
20%
0%
88% 88%
48%
0% 0% 0%
0% 0% 0%
Day
Evening
OL
Fall Fill Rates
Fall 2010
Fall 2011
Fall 2012



The Legal/Court Services programs have showed an average enrollment of 50 per semester (ignoring BUS 126 where the majority of students are in other programs). Fill rates have hovered around 80%.

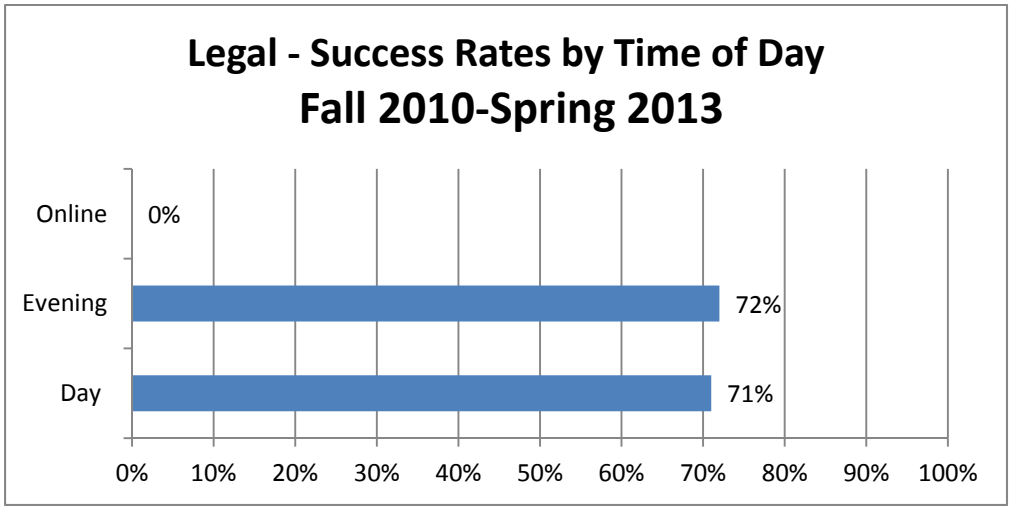
Compared to the state averages for the past year, we match up well. Our retention rates are about 2% above the state average of 86% and our retention rates are about 4% above the state average of 69.9%. Additionally, the last two semesters show even more increases in both success and retention.

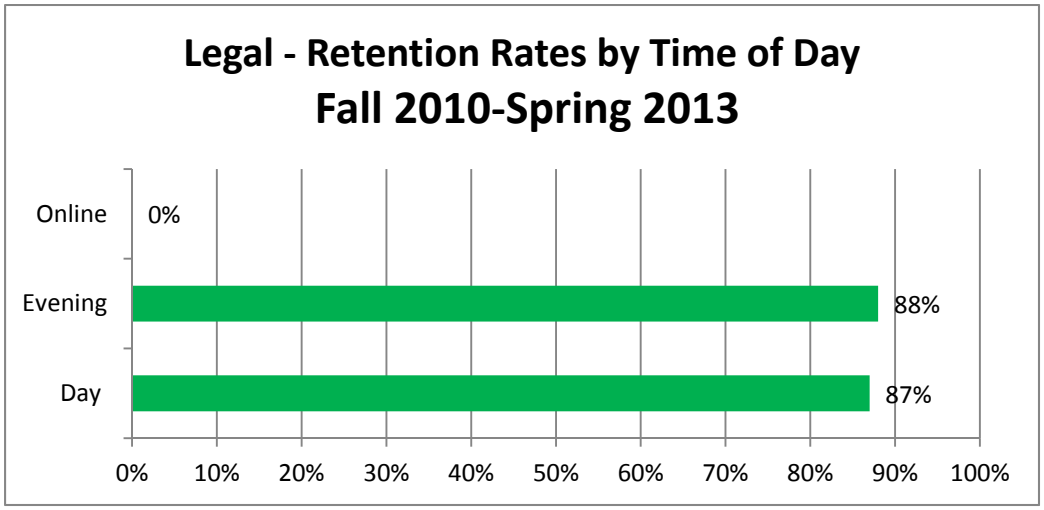
b. What are the trends in productivity? (WSCH/FTEF) The goal is 525 as per state guidelines. A low number means that we are below target levels for productivity. For example, in a small class that has a mandated cap of 15 students, the fill rate may be 100% but the productivity number (WSCH/FTEF) will be very low. A class with a cap of 40 students with a 100% fill rate will have a productivity number close to or above 525.

These are both smaller programs servicing an important niche in the job market. Productivity is well below the state guideline, averaging 417 over the last three years. However, since the Legal classes are taught by an adjunct and the Court Services students help to fill our Office Technician programs, both are affordable to the college.

c. Discuss and chart the success and retention rates by day, evening (extended day), and online classes in each program and identify gaps.

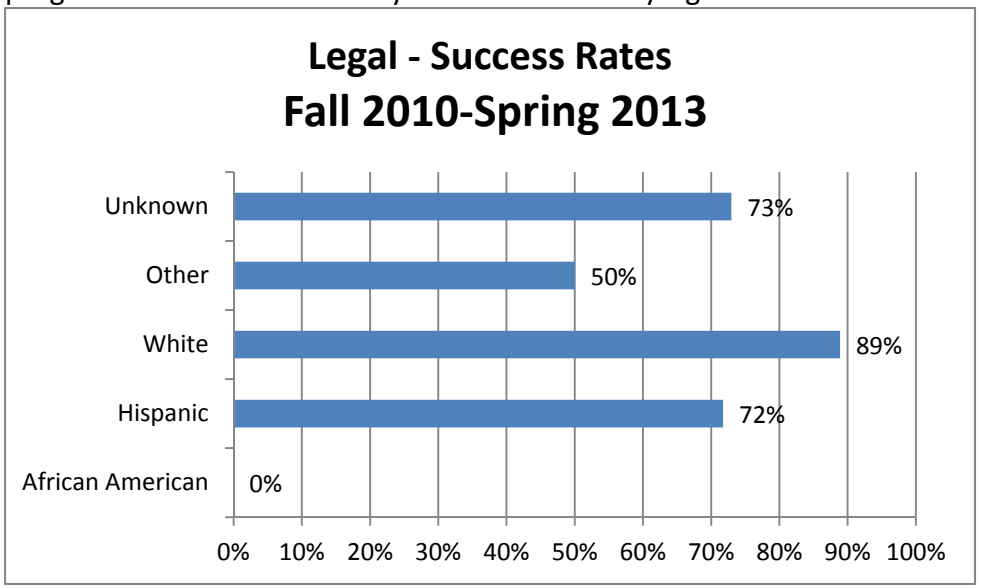
All legal courses except for BUS 126 are taught at night, while most of the Court Services classes are taught during the day. Yet the retention and success rates are close to identical.

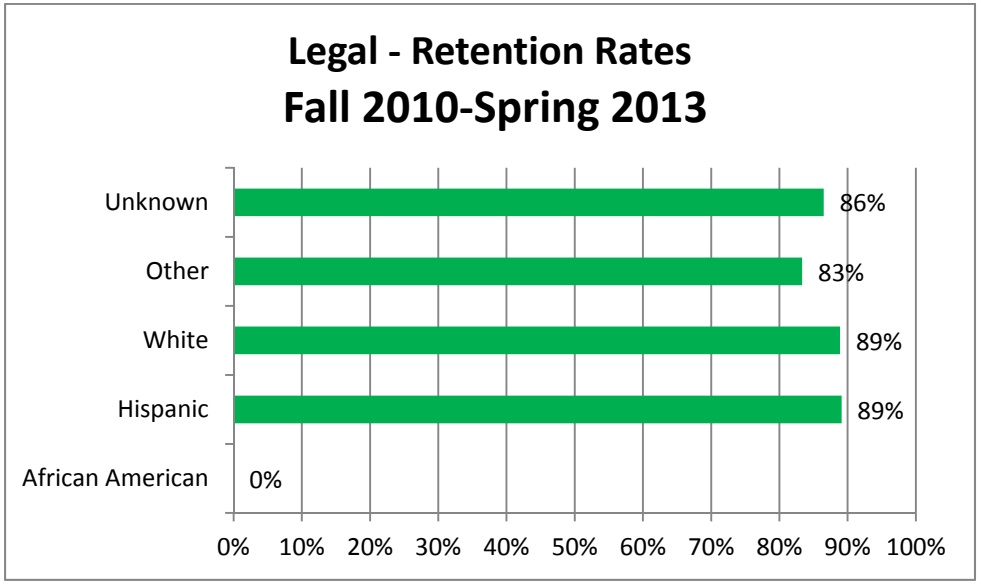




d. Discuss and chart the success and retention rates in each program and identify gaps for five ethnic groups. (African-American, White, all Hispanics, Other, Unknown).

Retention rates are strong across all races, Whites have higher success rates than other races. However, the numbers in this program are so small that they are not statistically significant.





e. Discuss the trends in the number of degrees or certificates awarded, if applicable. (You may be able to expand more about this in B.3 below.)

Student earn a small number of certificates and degrees yearly. No obvious trends here.

f. What program changes, if any, will you recommend that you expect would have a positive effect on your students in your program, if applicable?

We are caught in a catch-22, we need to offer more classes per semester to allow students to finish in a more timely manner, but we need more students to make the increased course offerings financially feasible.

2. Summarize revisions, additions, deletions, or alternate delivery methods to courses and/or program based on the last program review.

None.

3. Evaluate the program's viability by addressing program completion, size (FTES), projections (growing/stable/declining), and quality of outcomes. For CTE programs, also include labor market projections, placement, and performance on external testing/exams (i.e. ASE, NABCEP) and industry-recognized credentials, placement, and performance on external testing or exams (NCLEX, ASC, NAP).

   The Legal/Court Services programs are both stable, but small. Average WSCH/FTEF has been 356, though it has fluctuated significantly. In the past three years , students in the legal program have earned 3 A.A. Degrees, with one more due to finish up this year and 5 certificates.

   The LMI 2008-2018 (Imperial County) projects 9.1% growth for workers in the legal field.
   The LMI data (LMI 2008-2018 Occupational Employment Projections for the El Centro Metropolitan Statistical Area, Imperial County) indicates the following: 5.3% projected growth for Court, Municipal, and License Clerks from 190-200

C. FUTURE – LIST OF "SMART" (SPECIFIC MEASURABLE ATTAINABLE RELEVANT TIME-LIMITED) PROGRAM OBJECTIVES FOR NEXT ACADEMIC YEAR TO ADDRESS PROGRAM IMPROVEMENT, GROWTH, OR UNMET NEEDS/GOALS. ALL PROGRAM GOALS MUST ADDRESS AT LEAST ONE OF THE INSTITUTIONAL GOALS.

FUTURE PROGRAM GOALS (Describe future program goals. List in order of budget priority.)	**INSTITUTIONAL GOAL(S)** (Check all that apply.)

1	FUTURE PROGRAM GOAL #1 Budget Priority #1	INSTITUTIONAL GOAL(S)
Identify Goal: We want to further refine our PLO's so that they better work across different courses and even disciplines. Currently, each PLO is assessed in only one course in the program		☐ 1 **X** 2 ☐ 3 ☐ 4
Objective: Simplify PLO's to allow us to assess each PLO in multiple courses at the same time.		
Task(s): (1) Review other institutions Business PLO's (2) Rewrite PLO's		
Timeline: Fall 14		

EXPENSE TYPE	**FUNDING TYPE**		**RESOURCE PLAN** (Check all that apply.)	**BUDGET REQUEST**
☐ One-Time ☐ Recurring	☐ Categorical Specify:	☐ General Fund	☐ Facilities ☐ Marketing ☐ Technology ☐ Professional Development ☐ Staffing	$0

2	FUTURE PROGRAM GOAL #2 Budget Priority #2	INSTITUTIONAL GOAL(S)
Identify Goal: Increase student awareness of the Legal Assistant and Court Services programs		☐ 1 X 2 ☐ 3 ☐ 4
Objective: Increase enrollment in Legal courses, thus increasing our productivity ratio		
Task(s): Increase marketing of the program		
Timeline: Fall 14		

EXPENSE TYPE	FUNDING TYPE		RESOURCE PLAN (Check all that apply.)	BUDGET REQUEST
X One-Time ☐ Recurring	☐ Categorical Specify:	X General Fund	☐ Facilities X Marketing ☐ Technology ☐ Professional Development ☐ Staffing	$500

3	FUTURE PROGRAM GOAL #3 Budget Priority #3	INSTITUTIONAL GOAL(S)
Identify Goal: If enrollment in program does not rise, evaluate the effectiveness of program		☐ 1 ☐ 2 ☐ 3 ☐ 4
Objective: Determine if the Legal program is viable going forward.		
Task(s): Meet with Advisory board and local attorneys to get a better feel for local market		
Timeline: Fall 14		

EXPENSE TYPE	FUNDING TYPE		RESOURCE PLAN (Check all that apply.)	BUDGET REQUEST
X One-Time ☐ Recurring	☐ Categorical Specify:	☐ General Fund	☐ Facilities ☐ Marketing ☐ Technology ☐ Professional Development ☐ Staffing	$0

TOTAL BUDGET REQUEST	$500

1. How will your enhanced budget request improve student success?

   We need more students to make this program viable in the long run.

III. INSTITUTIONAL STUDENT LEARNING OUTCOMES (ISLOs)

ISLO 1	COMMUNICATION SKILLS
ISLO 2	CRITICAL THINKING SKILLS
ISLO 3	PERSONAL RESPONSIBILITY
ISLO 4	INFORMATION LITERACY
ISLO 5	GLOBAL AWARENESS

IV. PROGRAM LEARNING OUTCOMES (PLOs)

PROGRAM LEARNING OUTCOMES (Describe learning outcomes.)	**ISLO(S)** [Link PLO to appropriate ISLO(s).]

PLO 1	**PROGRAM LEARNING OUTCOME #1**	**ISLO(S)**
	Identify Program Outcome: Analyze legal cases demonstrate expertise using terminology and technology required for work in the legal industry.	**X** ISLO 1 **X** ISLO 2 **X** ISLO 3 ☐ ISLO 4 ☐ ISLO 5
	Measurable Outcome Summary: This PLO was measured in Spring 2013. 12/14 students measured scored 75% or better on the assessment.	
	X Met ☐ Partially Met ☐ Not Met **Provide detail on any improvements/effectiveness and detail status on those not fully met:**	

PLO 2	PROGRAM LEARNING OUTCOME #2	ISLO(S)
	Identify Program Outcome: Demonstrate understanding of systems and procedures for administration of a law office.	☐ ISLO 1 ☐ ISLO 2 ☐ ISLO 3 ☐ ISLO 4 ☐ ISLO 5
	Measurable Outcome Summary: This PLO was rewritten in Spring 13 and will be measured at the next appropriate time in the course sequence.	
	☐ Met ☐ Partially Met ☐ Not Met **Provide detail on any improvements/effectiveness and detail status on those not fully met:**	

PLO 3	PROGRAM LEARNING OUTCOME #3	ISLO(S)
	Identify Program Outcome: Demonstrate a comprehensive working knowledge and understanding of legal research materials and tools.	☐ ISLO 1 ☐ ISLO 2 ☐ ISLO 3 ☐ ISLO 4 ☐ ISLO 5
	Measurable Outcome Summary: This PLO will be measured in Spring 2014	
	☐ Met ☐ Partially Met ☐ Not Met **Provide detail on any improvements/effectiveness and detail status on those not fully met:**	

Student Learning Outcomes

Course	units	# SLOs Identified	Spring 2012	Fall 2012	Spring 2013	Fall 2013	Spring 2014	Fall 2014	Spring 2015	Fall 2015	Spring 2016
BUS 136	3	3		3							
BUS 126	3	3	1	2	3	1					
BUS 260	3	3		4	1	2					
CIS 101	3	3	2	3	1	2					
CIS 120	1	1			1	1					
CIS 121	1	1			1	1					
CIS 124	1	1	1	1	1	1					
CIS 125	1	2	1	2	1	1					
LEGL 115	3	3									
LEGL 116	3	3	1								
LEGL 117	3	3		1							
LEGL 119	3	3			1						
LEGL 120	3	3				1					
LEGL 121	3	3									

Program Learning Outcomes

Program	PLOs Identified	Spring 2012	Fall 2012	Spring 2013	Fall 2013	Spring 2014	Fall 2014	Spring 2015	Fall 2015	Spring 2016
Legal	3		1	rewritten	1	3				
Court Services	3		1	rewritten	1	2				